

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Children, Youth and Families: Head Start Bureau

Funding Opportunity Title: Replacement Grantee: Yazoo County, Mississippi

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-ACYF-CH-0401

CFDA Number: 93.600

Due Date for Applications: 03/13/2006

Executive Summary:

The Administration for Children and Families solicits applications from local public or private non-profit organizations (including faith-based organizations) or local for-profit organizations that wish to compete for funds which are available to provide Head Start services to children and families residing in Yazoo County, Mississippi. The intent of this announcement is to provide for the continuation of services as previously provided by the former grantee, Yazoo Community Action, Inc. Funds in the amount of \$3,045,784 annually will be available to provide Head Start program services to eligible children and their families. The former grantee was funded for a total enrollment of 469 children and families. Interested applicants should call the ACYF Operations Center at (866) 796-1591 for information on pre-application materials and support.

ACF welcomes public comments from parents and area residents in the service area under this announcement. The intent of the public comment is not to solicit support for a specific applicant but to inform ACF about the needs of the service area in general. Comments should be sent to the ACYF Operations Center.

Eligibility is limited to local public or private nonprofit organizations (including faith-based organizations) or local for-profit organizations that can provide Head Start services to children and families residing in Yazoo County, Mississippi.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The Head Start program is authorized by Title VI, Subtitle A, Chapter 8, Subchapter B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35 as amended, (42 USC 9831 *et. seq.*). This Act was amended by the:

- Head Start Supplemental Authorization Act of 1989, Pub. L. 101-120;
- National Health Service Corps Revitalization Amendments of 1990, Pub. L. 101-597;
- Human Services Reauthorization Act of 1990, Title I, Pub. L. 101-501, as amended;
- Head Start Act Amendments of 1994, Pub. L. 103-252; and
- Community Opportunities, Accountability, and Training and ACYF Operations Center Act of 1998 (also referred to as the Coats Human Services Reauthorization Act of 1998).

Minor amendments to the Head Start Act were also made by the Technology-related Assistance for Individuals with Disabilities Amendments of 1993, Pub. L. 103-218.

The regulations relevant to Head Start are:

- 45 CFR Part 1301, Head Start Grant Administration
- 45 CFR Part 1302, Policies and Procedures for Selection, Initial Funding and Refunding of Head Start Grantees, and for Selection of Replacement Grantees
- 45 CFR Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 CFR Part 1304, Program Performance Standards for the Operation of Head Start Programs by Grantees and Delegate Agencies
- 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
- 45 CFR Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 CFR Part 1309, Head Start Facilities Purchase
- 45 CFR Part 1310, Head Start Transportation
- 45 CFR Part 1311, Head Start Fellows Program
- 45 CFR Part 74, Administration of Grants
- 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

Copies of the current applicable Head Start regulations are available at the websites identified at the end of this announcement. In addition, the following circulars by the Office of Management and Budget (OMB) also apply to Head Start grantees:

- Administrative Requirements: OMB Circular A-102; OMB Circular A-110
- Cost Principles: OMB Circular A-21; OMB Circular A-87; OMB Circular A-122
- Audits: OMB Circular A-133 and Compliance Requirements

Copies of OMB Circulars can be found at:

http://www.whitehouse.gov/omb/grants/grants_circulars.html

Program Background and Purpose

The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families, with a special focus on helping children develop the early reading and math skills they need to be successful in school. Intended primarily for preschoolers from low-income families, Head Start promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. Head Start programs engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. The Head Start Program also emphasizes the significant involvement of parents in the administration of local Head Start programs. Each Head Start program must make at least ten percent of its enrollment opportunities available to children with disabilities.

Head Start grantees must, unless a waiver is granted, contribute 20 percent of the total cost of the program from non-federal funds. No more than 15 percent of total costs may be for program administration. Many Head Start programs provide part-day, center-based services or home-based services for eight or nine months a year. However, grantees have the option of providing full-day, full-year services and, in recent years, an increased number of grantees have been offering this option, often through collaborations with local child care providers to help meet the child care needs of parents who are either working or in job training.

In FY 1995, the Early Head Start program was established in recognition of the mounting evidence that the earliest years, from birth to three years of age, matter a great deal to children's growth and development. In FY 2004, Early Head Start grants were awarded to approximately 775 projects, which served nearly 62,000 children under the age of three. In FY 2005 and FY2006, it is estimated that this enrollment level will stay approximately the same.

Head Start is administered by the Administration for Children and Families, one of the principal components of the U.S. Department of Health and Human Services. Since its beginning in 1965, Head Start has served more than 30 million children and their families. Head Start currently serves approximately 905,000 children nationally through a network of more than 1,600 grantees.

Eligible Participants

Early Head Start provides services for pregnant women and children from birth to three years of age while Head Start is intended for children from the age of three to the age when children enter

kindergarten. Programs serve those families who have incomes at or below the poverty line or are eligible for public assistance. The law permits up to 10 percent of the Head Start children to be from families that do not meet these low-income criteria.

Head Start also requires that a minimum of 10 percent of the enrollment opportunities be made available to children with disabilities. Such children are expected to be enrolled in a full range of Head Start services and activities in an inclusive or natural setting with their non-disabled peers, and to receive needed special education and related services.

Priority Area

Yazoo County, Mississippi

Description

The Administration for Children and Families solicits applications from local public or private non-profit organizations (including faith-based organizations) or local for-profit organizations that wish to compete for funds which are available to provide Head Start services to children and families residing in Yazoo County, Mississippi. The intent of this announcement is to provide for the continuation of services as previously provided by the former grantee, Yazoo Community Action, Inc. Funds in the amount of \$3,045,784 annually will be available to provide Head Start program services to eligible children and their families. The former grantee was funded for a total enrollment of 469 children and families.

Head Start regulations allow for a variety of program options and designs. Applicants should propose a design or designs that best address the needs of the proposed service area. Applicants have flexibility in determining the appropriate number of children to be served by the various program options (center-based, home-based, or combination) and program designs (hours per day, days per week, weeks per year).

Interested applicants should call the ACYF Operations Center at (866) 796-1591 for information on pre-application materials and support.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$3,045,784
Anticipated Number of Awards:	1
Ceiling on Amount of Individual Awards:	\$3,045,784 per budget period
Floor on Amount of Individual Awards:	None

Average Projected Award Amount: \$3,045,784 per budget period

Length of Project Periods: 12-month project and budget period

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Eligibility is limited to local public or private nonprofit organizations (including faith-based organizations) that can provide Head Start services to children and families residing in Yazoo County, Mississippi.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with section 640(b) of the Head Start Act. Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$3,807,230, requesting \$3,045,784 in ACF funds, must provide a non-Federal share of at least \$761,446 (20 percent of total approved project cost of \$3,807,230.) Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

Please refer to *Section IV* for any pre-award requirements.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that do not meet the limited eligibility requirements of this announcement will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Barbara Taylor-White
ACYF Operations Center
118 Q Street, NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: HSB@dixongroup.com

2. Content and Form of Application Submission:

Application Format

Applications must be organized according to the checklist and program description explanation in Part III of this announcement. The project description of the application must be double-spaced and single-sided on 8.5" x 11" plain white paper, with 1" margins on all sides. Use only a standard font no smaller than 12 pitch throughout the application. All sections of the application

(including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning on the first page after the table of contents.

The length of the narrative portion of the application must be limited to 100 pages (including the abstract, budget and budget justification), with an additional limit of 100 pages for all appendices and resumes. Anything over 100 pages in the narrative portion of the application and anything over 100 pages in the appendices and resumes will be removed and not considered by the reviewers. The narrative section page length is based on double-spacing, and will be halved if single-spacing or one-and-a-half spacing is used. One signed original and two copies of the grant application, including all attachments, are required. ACF encourages the submission of 5 additional copies to facilitate the review process.

Each application should be submitted in the following order: SF-424, SF-424A, SF-424B, Table of Contents, Program Abstract, Objectives and Need for Assistance, Approach, Staff and Position Data, Organizational Profiles, and Budget and Budget Justification. Additional supporting documentation should be placed in the Appendices.

Each application will be duplicated. Therefore, please do not use or include colored paper, colored ink, separate covers, binders, clips, tabs, plastic inserts, over-sized paper, videotapes, or any other items that cannot be easily duplicated on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including the supporting documentation.

Required Forms and Information

Eligible applicants interested in applying for funds must submit all of the required forms referred to in this section and described below. Copies of grant documents, forms, assurances and certifications are found at:

<http://www.acf.dhhs.gov/programs/ofs/forms.htm>

In order to be considered for a grant under this announcement, an application must be submitted on the Standard Form 424 (SF424) which has been approved by the Office of Management and Budget (OMB) under Control Number 0348-0043. The form is available from the website listed above. Each application must be signed by an individual authorized to act for the applicant and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

Applicants are required to submit Standard Form 424A "Budget Information - Non Construction Program" and the Standard Form 424B "Assurances: Non-Construction Programs" with their application.

Applicants must provide a certification concerning lobbying. Prior to receiving an award in excess of \$100,000, applicants must furnish an executed copy of the lobbying certification. It is recommended that applicants sign and return the certification with their application.

Applicants must certify their compliance with the Drug-Free Workplace Act of 1988 and submit a copy of the U.S. Department of Health and Human Services Certification Regarding Drug-Free

Workplace Requirements. It is recommended that applicants sign and return the certification with their application. By signing and submitting its application, the applicant is providing the certification required by 45 CFR Part 76.

Applicants must certify that they are not presently debarred, suspended or otherwise ineligible for an award. The form titled "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions" is included in the web site listed above. By signing and submitting its application, the applicant is providing the certification required by 45 CFR Part 76.

Applicants must provide evidence of fiscal integrity. This must be in the form of an opinion or other professional attestation by an independent auditor.

Applicants must submit the qualifications for board members, Executive Director, Head Start Director, and Financial Manager/Chief Financial Officer.

Applicants who are currently operating as a Head Start grantee or delegate agency must include documentation of Policy Council approval of the application. Applicants who are not operating as a Head Start grantee or delegate agency must submit documentation of approval by an interim Policy Council.

Applicants must also understand that they will be held accountable for the smoking prohibition included within P.L. 103-227, The Pro-Children's Act of 1994. The Federal Register notice which implements the smoking prohibition is included with the references at the end of this announcement.

Applicants (including faith based organizations) will be required to submit: (1) proof of legal or corporate status; (2) proof of non-profit status if a non-profit agency; (3) certification of the organization's last audit report or other similar evidence of financial capability; (4) a copy of its personnel policies and procedures; and (5) resumes of key staff in the organization and proposed Head Start program.

To be eligible for funding, applicants must provide evidence of their legal status and financial viability to meet the requirements of 45 CFR 1302.1 and 1302.2. In order to receive Federal grant funds, the applicant must have an Employer Identification Number (EIN) established by the Internal Revenue Service (IRS) and a Dun and Bradstreet Number (DUNS). DUNS is the acronym for Data Universal Numbering System. If you do not have a DUNS number, you can get one by calling (800) 333-0505.

For-profit agencies must agree to waive their fee/profit. For-profit agencies should also know that a significant cost (10-20%) of operating a Head Start program is food for snacks and meals served to participating children. Head Start programs receive cash or commodities for this function from the U.S. Department of Agriculture (USDA). USDA regulations, however, do not permit assistance to for-profit entities, regardless of whether profit is actually earned in the activity for which assistance is available. Therefore, for-profit entities must demonstrate how they will provide these resources.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. Additional information on what to submit can be found in Section V.2.

"Legal Status" means being established as a public agency or non-profit or for-profit agency under applicable State or Federal law. For the purposes of this announcement, "financial viability" means 1) having the capability to furnish the non-Federal share of the cost of operating a Head Start program; 2) being financial stable; and 3) demonstrating the capability to assume accountability for the fiscal management of the grant.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk", probationary or not in good standing, or has been debarred or defunded by any Federal agency. In addition, ACF may elect not to fund applicants that have management or financial problems that make it unlikely the applicant would be able to provide effective Head Start services.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard

forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at**
http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to**

Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 03/13/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424C	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.

Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Documentation and Explanation regarding being local within the community	See Section III.1		By application due date.
Resumes of key staff in the organization and proposed Head Start program	See Section IV.2		By application due date.
Proof of Existing or Interim Policy Council Approval of Application	See Section IV.2		By application due date.
Proof of legal or corporate status	See Section V.1		By application due date.
Proof of non-profit status (for non-profit organizations)	See Section IV.2		By application due date.
Certification of the organization's last audit report or other similar evidence of financial capability	See Section IV.2		By application due date.
Executive Order 12372 State Point of Contact Project	See Section		By application due

Notification Certification (if applicable)	IV.4		date.
A copy of the applicant's personnel policies and procedures	See Section IV.2		By application due date.
Indirect Cost Negotiated Agreement	See Section V.1		By application due date.
Third-Party Agreements	See Section IV.2		By application due date.
Support Letters	See Section IV.2		By application due date.
Assurances	See Section IV.2		By date of award.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants*, titled, *Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Barbara Taylor-White
ACYF Operations Center
Head Start Replacement Review
118 Q Street, NE
Washington, DC 20002-2132

Hand Delivery

Barbara Taylor-White
ACYF Operations Center
118 Q Street, NE
Washington, DC 20002-2132

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 80 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 3/31/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and that the applicant will assume.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the

applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 35 points

The applicant must describe the design and approach of the proposed program and how it will meet the needs of the population it plans to serve. Program services must meet the Head Start

Program Performance Standards, the Head Start Staffing Requirements and Program Options, and the Head Start Program Performance Standards for Children with Disabilities.

Preference will be given to applicants who can demonstrate efficient management of several or all of the service areas.

The following factors will be used to assist in the review and evaluation of applicants under this criterion:

- The extent to which the applicant demonstrates that the proposed program will provide comprehensive, high quality educational, health, mental health, nutritional, social and other services to children and their families.
- The extent to which the applicant proposes to demonstrate the capacity to measure child outcomes.
- The extent to which the applicant describes how children and families will be recruited and selected for the program to ensure that services will be provided to those who have the most serious need for Head Start services. The applicant should describe how the program will ensure that at least 10 percent of enrollment opportunities will be available to children with disabilities and how the full range of Head Start services and activities will be provided in a mainstream setting.
- The extent to which the applicant's plan: proposes to include non-English language children and their families; proposes to offer families substance abuse counseling, including information on drug-exposed infants and fetal alcohol syndrome; and proposes to inform custodial parents about the availability of child support services and refer eligible parents to State and local child support services.
- The extent to which the applicant's plan proposes to collaborate and cooperate with the State's Child Care and Development Fund program.
- The extent to which the applicant justifies the program option or options most appropriate for the communities in which it proposes to provide services (e.g., part or full day center-based, home-based or combination option). The applicant should specify the planned number of hours per day, days per week, and weeks per year of program operations. Describe how the program option(s) and services including transportation are responsive to the child care needs of Head Start-eligible families who are employed, in education or training programs, or participating in welfare reform initiatives designed to enhance family self-sufficiency. The applicant should discuss the approaches which would be used to assure that the activities are developmentally appropriate and how multicultural principles will be implemented within the program.
- The extent to which the applicant indicates how the Policy Council/Committee will be organized and how the Policy Council/Committee will participate in the operation of the program, as required by 45 CFR Part 1304.50, Appendix A, Governance and Management Responsibilities.

- The extent to which the applicant demonstrates that it will provide experiences and activities that support and enhance the parental role as the principal influence in their child's education and development.
- The extent to which the applicant proposes to enter into partnerships or cooperative agreements with other public or private agencies which would assist the applicant in providing high quality child health and developmental services and program management services. Such partnerships must include a plan to coordinate the proposed Head Start program with other child care and preschool programs, programs under part C and Section 619 of the Individuals with Disabilities Education Act, and with the educational programs that children to be served will enter upon leaving Head Start.
- The extent to which the applicant describes the proposed organizational structure that supports the accomplishment of program objectives and will assure high quality services. Applicant should discuss the following: assignment of key management functions; assignment of content area expertise; the organization's supervisory structure, including support staff.
- The extent to which the applicant demonstrates the existence of management systems for program planning, internal and external communication, recordkeeping, issuance of internal and external reports and program self assessment and monitoring.
- The extent to which the applicant describes an ongoing strategy for professional development, peer support, supervision, and evaluation of staff and program managers, oriented to improving skills, knowledge, effectiveness, and career opportunities of all employees.
- The extent to which the applicant proposes to provide employment opportunities for existing Head Start staff and target area residents, and career development opportunities for paraprofessional and other staff.

BUDGET AND BUDGET JUSTIFICATION - 20 points

This section will evaluate the extent to which the project's costs are appropriate and reasonable in view of the activities to be carried out and the anticipated outcomes. The following factors will be used to assist in the review and evaluation of applications under this criterion:

- The extent to which funds are budgeted to provide all required comprehensive Head Start services to eligible children and families in a cost-effective manner as indicated in the application narrative.
- The extent to which the applicant provides evidence that start-up costs are justified. Start-up costs include ensuring that proposed facilities comply with State and local requirements and are adequately equipped, both indoors and outdoors. Where facilities are not available, a plan to acquire them should be presented.
- The extent to which the applicant demonstrates that it will contribute the required non-federal share of the total project cost.

- The extent to which the applicant shows its ability to meet the 15 percent limitation on development and administrative costs.
- Where the applicant proposes combining Head Start resources with other early childhood funding sources, systems to track, manage, and account for multiple funding streams and allocate costs to different funding sources are clearly described.

ORGANIZATIONAL PROFILES - 20 points

This section measures the capabilities of the applicant to implement and sustain its plan for providing comprehensive child development services at the community level. The following factors will be used to evaluate this criterion:

- The extent to which the applicant presents an organizational structure and clear lines of responsibility that will support the program objectives.
- The extent to which the applicant demonstrates potential for administering a Head Start program effectively and exercising sound fiscal management, based on experience. Applicants that served as delegate agencies to the former grantee and operated programs that met or exceeded the performance standards and measures should provide appropriate information.
- The extent to which the applicant demonstrates the ability to provide timely and efficient implementation of all program components and services, including planning during the transition period, the availability of classroom space which meets required standards, the ability to provide necessary transportation and the ability to recruit eligible children and families. All applications must include an implementation timetable which expressly states when children will begin receiving Head Start services.
- The extent to which the applicant demonstrates how the applicant's history and experience in the local community documents an ability to effectively and efficiently administer a project of this size, complexity and scope with the proposed program within the service area.
- The extent to which the applicant demonstrates efficient management of several or all of the service areas under the limited service area of this announcement.
- The extent to which the applicant outlines plans and demonstrates capacity in its senior executive managers and governing board to: (1) exercise effective oversight of program operations and accountability for Federal funds; (2) include the Policy Council in the planning and decision-making process; (3) assure representation of the diverse community served; (4) set and monitor overall agency priorities and operational systems; and (5) conduct community assessment, annual self-assessments, ongoing monitoring and outcome-based evaluations.

STAFF AND POSITION DATA - 15 points

This section measures the qualifications and experience of the applicant and the applicant's staff in planning, organizing and providing comprehensive child development services at the community level. The following factors will be used to evaluate this criterion:

- The extent to which the applicant proposes a clear plan for reviewing the qualifications and effectiveness of existing qualified Head Start staff employed by the current grantee and making decisions on their continued employment.
- The extent to which the applicant demonstrates the proposed program director and proposed key staff are qualified and knowledgeable about Head Start Regulations and Standards.
- The extent to which the applicant explains how staff positions will be assigned and describes their major functions and responsibilities.

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

The applicant must identify the geographic location to be served by the program. The applicant must define the area(s) of greatest need and show how it will direct Head Start resources to these areas.

The following factors will be used to assist in the review and evaluation of applicants under this criterion:

- The extent to which the applicant demonstrates that services will be provided to those families and children who have the most urgent need for Head Start services, including those receiving services from the former grantee.
- The extent to which the applicant addresses how it will ensure a smooth transition of Head Start program operations from the current grantee to the applicant agency to meet the need for services. The applicant should also include a time frame for completing this transition and becoming fully operational within 30 days of an award.
- The extent to which the applicant demonstrates the need for child development services for Head Start eligible children and families, including the estimated number of eligible children by geographic location, racial and ethnic composition, and non-English language children. Include data regarding the education, health, nutrition, social, child care and other service needs of the proposed children and families including transportation.
- The extent to which the applicant provides evidence of community support. Describe the process for involvement of currently served parents and parents to be served in the future, service providers, organizations and other members of the community in determining the need for services in the geographic locations proposed by the applicant.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Applications will be reviewed against the evaluation criteria described in Parts III, IV and V above. The review will be conducted by one or more panels of reviewers who are knowledgeable about the Head Start program and early childhood development. Each panel is composed of three reviewers and one chair.

The results of the competitive review will be taken into consideration by ACF in deciding the project to be funded but are not in themselves binding. The responsible HHS official will consider other relevant factors, some of which are described below, in making the final decision.

ACF may elect not to fund applicants who have management or financial problems that make it unlikely that the applicant would be able to provide effective Head Start services. Also, ACF may decide not to fund projects with what it regards as unreasonably large initial start-up costs for facilities or equipment, or projects with unreasonably high operating costs.

Applications which do not meet the Head Start Act's criteria for an agency which is a local agency "within a community" will not be considered for a grant. See Section 641(a) of the Head Start Act. To be considered, applicants should clearly have the organizational base and commonality of interest with the community(ies) to be served. This could be established by virtue of the grantee being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including, but not limited to mayors, city council members, school principals, presidents of local chambers of commerce, county government officials, social service provider organizations, community organizations representing low income, minority or other relevant sectors of the community, and child care providers and organizations.

For-profit agencies which wish to apply for Head Start funding should be aware that there are regulatory and statutory provisions that relate specifically to them. The most important of the regulations is at 45 CFR Part 74, Subpart E "Special Provisions for Awards to Commercial Organizations," which states that "no HHS funds may be paid as profit to any recipient." As a result, applications from for-profit, nonprofit, and public agencies will be reviewed in the same manner. For-profit applicants should also be aware that the Head Start Act at Section 641(g) states that in designating a Head Start agency, the Secretary may give priority to a nonprofit agency when a for-profit agency has an application of equivalent quality. This Section also states that priority will be given to agencies which have "demonstrated capacity in providing comprehensive early childhood services to children and their families."

Applications may be funded in whole or in part. Successful applicants will be notified through the issuance of a Financial Assistance Award which sets forth the amount of funds awarded, the terms and conditions of the grant, the budget period for which support is given, the non-federal share to be provided, and the total period for which support is provided.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at:
<http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:
<http://www.whitehouse.gov/government/fbc/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Karen McKinney
Head Start Bureau
c/o ACYF Operations Center
118 Q Street, NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: HSB@dixongroup.com

Grants Management Office Contact:

Delores Dickenson
ACF Grants Management Officer
c/o ACYF Operations Center
118 Q Street, NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: HSB@dixongroup.com

VIII. OTHER INFORMATION

Date: 12/21/2005

Joan E. Ohl
Commissioner
Administration on Children, Youth and Families

References

- Application For Federal Assistance (SF-424 package which includes SF-424 (Application for Federal Assistance), SF-424A (Budget Information - Non-Construction Programs) and SF-424B (Assurances - Non-Construction Programs))

<http://www.acf.hhs.gov/programs/ofs/grants/sf424.pdf>

<http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>

- Head Start Act

<http://www.acf.hhs.gov/programs/hsb/budget/index.htm#head>

- If needed, Executive Order 12372 State Points of Contact Project Notification Certification and State Single Points of Contact Address Listing

<http://www.whitehouse.gov/omb/grants/spoc.html>

- Head Start Regulations (45 CFR Parts 1301-1311)

<http://www.acf.hhs.gov/programs/hsb/performance/index.htm>

- Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

<http://www.acf.hhs.gov/programs/oa/debar.htm>

- Certification Regarding Lobbying

<http://www.acf.hhs.gov/programs/oa/lobby.htm>

- Certification Regarding Drug-Free Workplace Requirements

<http://www.acf.hhs.gov/programs/oa/drugfree.htm>

- The Smoking Prohibition included with P.L. 103-277, The Pro-Children's Act of 1994.

http://www.cdc.gov/tobacco/research_data/youth/464119.htm

- Family Income Guidelines (2005 HHS Poverty Guidelines)

http://www.headstartinfo.org/publications/im05/im05_01.htm

- 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

http://www.access.gpo.gov/nara/cfr/waisidx_04/45cfr92_04.html

- 45 CFR Part 74, Administration of Grants

http://www.access.gpo.gov/nara/cfr/waisidx_04/45cfr74_04.html